

PUBLICATIONS REQUEST

RE 350 (Rev. 4/01)

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continued on reverse

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35	Trust Deed Investments – What You Should Know!!	\$2.00				
35A	Using the Services of a Mortgage Broker	both				
39	Living in a California Common Interest Development (Refer to information on reverse.)	Free				
51	A Consumer Guide to Filing Real Estate Complaints	Free				
Subdivision Guides						
8	Operating Cost Manual For Homeowners’ Associations	\$10.00				
9	Subdivision Public Report Application Guide (SPRAG)	\$10.00				
25	Reserve Study Guidelines for Homeowner Association Budgets	\$10.00				

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- A 20% discount is available on the Real Estate Law, Reference Book, and Subdivision Guides; 25 or more of a single title must be purchased at one time to qualify for the discount.
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Submitting Licensing Forms & Publication Request

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MISCELLANEOUS INFORMATION

Operating Cost Manual For Homeowners' Associations

A manual designed to aid a budget preparer in the development of a budget for a common interest subdivision.

Subdivision Public Report Application Guide (SPRAG)

A guide designed specifically to assist an applicant for a subdivision public report in the completion and submission of a Notice of Intention (Common Interest) [RE 624] or Notice of Intention (Standard) [RE 628]. This guide provides item-by-item instruction and explanation.

Reserve Study Guidelines for Homeowner Association Budgets

Guidelines designed to assist with preparation of a budget reserve study for a common interest subdivision. RE 25 will help homeowner association officers and members understand how reserves fit into the overall financial plan for the subdivision. Proper attention to the reserve portion of the budget should assist in the allocation of sufficient funds for future replacement of common area components, including major items such as roofs and exterior paint.

Law Book

The Department revises the law book *annually*, making every effort to have it available in January. In this regard, please do not send orders for the revised book until after January 1.

In addition to the paper version of the law book, the Department offers the book in an electronic version. The contents of the book are on CD (Windows & Macintosh versions on one compact disk) or high density 3.5" diskettes (Windows only), in a Folio VIEWS® information processing program with word search, information tagging, annotation, linking and editing capabilities.

Minimum requirements for Windows — IBM compatible personal computer; 486x or higher; 16MB available RAM; 30MB available hard disk space; mouse or compatible pointing device; color SVGA monitor (640x480, 256 color) or better; Windows 95/98/NT or higher; diskette or CD drive as applicable.

Minimum requirements for Macintosh — 16MB physical RAM; Macintosh System 7.5 or higher; 30MB available hard disk space; CD drive.

Note: Windows NT and 2000. You must have at least "Power User" rights on your machine to install. If you are unsure of the rights assigned to your login, please contact your network administrator or user manual.

Living in a California Common Interest Development

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